



INDIANA  
JOINT FORCES HEADQUARTERS  
NATIONAL GUARD  
2002 SOUTH HOLT ROAD  
INDIANAPOLIS, INDIANA 46241-4839



S: 1 February 2012

JFHQ-IN-J9-FP

21 December 2011

MEMORANDUM FOR SEE DISTRIBUTION

Subject: FY12 Indiana National Guard Family Program Workshop – 9-11 March,  
Indianapolis, Indiana

**1. Purpose:** This workshop will sustain FRG Volunteerism, Empower INNG Youth and Enhance Military Leadership in an effort to build resilience and wellness.

**2. Attendees:** The following personnel are highly encouraged to attend: **SEE ATTENDEES ROSTER.**

**3. Registration:** Attendees must register on line at **www.jointservicessupport.org**. The event is listed as the **INNG State Family Program Workshop**. If you do not have an account with JSS please create an account and once approved, you will be able to register for this event. If you have questions or issues with the JSS website, please contact Kimberly Goodin at **Kimberly.goodin@us.army.mil** or at 1-800-237-2850 x 85458. **All approved attendees must register for this conference NLT than February 1, 2012.** Civilian volunteers must sign: a Volunteer Agreement Form (DD Form 2793-Encl 1). You may scan and e-mail this form to Kimberly Goodin, Senior Family Readiness Support Assistant, at **Kimberly.goodin@us.army.mil** or fax it to 317-481-5961. You may also bring this form to the conference and submit at the Operations/Registration table.

**4. Youth and Youth Volunteer Registration:** Attendees must register online at **www.jointservicessupport.org**. The event is listed as the **INNG State Youth Symposium**. If you do not have an account with JSS please create an account. Once you are approved you will be able to register for this event. If you have questions or issues with the JSS website, please contact Kimberly Goodin at **Kimberly.goodin@us.army.mil** or 1-800-237-2850 ext 85458. For questions regarding the INNG State Youth Symposium contact Ann Medford, SYC at **ann.e.medford.ctr@us.army.mil** or Suzanne Dagley, SYC at **Suzanne.dagley@us.army.mil**. You can also contact the Family Programs Office at 317-247-3300 ext 3192.

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**5. Admin/Log Instructions.**

- a. Date/Time: Registration 1600-1800, 09 March 2012  
0700-0745, 10 March 2012
- b. Location: JW Marriott, Indianapolis
- c. Travel: POV authorized as more advantageous to the Government.
- d. Lodging: Government Contracted. (SEE BELOW) 9-10 March ONLY
- e. Rations: Meals will be provided under Government Contract
- f. Pay Status: For Military Attendees-per diem not authorized
- g. Uniform: ACU, Business Casual

*\*\*Note: Commands are encouraged to support their military volunteers by attending this event. No funding for pay/allowances are available from J9/FP.*

**6. Transportation.** IAW the Joint Travel Regulation (JTR U2550), Volunteers are **reimbursed for mileage ONLY IF they live outside the normal commuting distance of 50 miles**. For approved travel reimbursement consideration, all attendees must complete and turn in a Travel Voucher (DD 1351-2) to the Conference OPS Center prior to final departure. JFHQ-IN-J9 will approve the vouchers at the conclusion of the conference. Volunteers must include a blank voided check with the travel voucher for reimbursement. Military personnel are invited to attend, POV is authorized as more advantageous to the Government; however, use of government vehicles is encouraged, if available.

**7. Travel:** IAW the Joint Travel Regulation (JTR U2550), **Only** Volunteers living outside the normal commuting distance of 50 miles, are authorized lodging on Friday, 9 March 2012. All Volunteers will be authorized to stay at the JW Marriott on Saturday, 10 March 2012. Lodging for the evening of Sunday, 11 March 2012, is not authorized for this event. Please ensure when booking your guest room that you mark the appropriate dates. The only out of pocket expense will be any incidentals charged to your guestroom. If your child is attending the Youth Symposium, please do not reserve them a guest room as this will be done by the Youth Coordinators. After you register for the conference please follow the link to reserve your guest room. Attendees must reserve their room by **February 1, 2012**. If you have questions whether you live outside the commuting distance, please contact SPC Walker at [ronald.c.walker1@us.army.mil](mailto:ronald.c.walker1@us.army.mil).

**8. Child care will not be provided during this event.** If you bring your children and they are not attending the Youth Symposium you are responsible for arranging appropriate care for them.

**9. JFPAC/FRG Instructions:** A Silent Auction will be held to benefit the JFPAC (Joint Family Program Advisory Council). The JFPAC funds from the Silent Auction will be used to support INNG Youth Programs. It is requested that each Family Readiness Group donate an item for this benefit. Bring the silent auction item to the registration desk no later than 6:00 p.m., on 9 March 2012 or 7:45 am on 10 March 2012.

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10. The Family Program Workshop hours on Saturday are from 8:00 a.m. to 6:00 pm. Breakfast, lunch, and dinner will be provided. Registration on Saturday begins at 7:00 am and will end at 7:45 am for those participants who are unable to attend on Friday evening. We will also be accepting Silent Auction items during this time as well. Workshop hours for Sunday are 8:00 am to 12:00 pm with breakfast provided. The final agenda will be distributed at registration.

11. Sunday will include an Awards Ceremony to recognize the following participants: Volunteer of the Year, Service Member Volunteer of the Year, Military Point of Contact of the Year, FRG of the Year, Community Support by an Organization, Youth Volunteer of the Year, and Family of the Year. ***Nominations are due 1 February 2012.*** The Nomination form is included in this packet. We are also in need of photos from different FRG events and activities from 2011. You can either email photos to [Kimberly.goodin@us.army.mil](mailto:Kimberly.goodin@us.army.mil) or put them on a disc and mail by 30 January 2012 to:

Kimberly Goodin  
INNG Family Program Office  
ATTN: JFHQ-IN-J9-FP  
2002 South Holt Road  
Indianapolis, IN 46241-4839

12. **End State.** All Military Leaders, Youth, FRG, Youth Volunteers and Community partners will gain a better understanding of their roles in supporting the INNG Service Members and Families. Additionally, an increase in Service member and Family Resilience through Wellness development will improve the overall Readiness level of the Indiana National Guard.

13. Please contact Kimberly Goodin at 1-800-237-2850 ext. 85458 or at [Kimberly.goodin@us.army.mil](mailto:Kimberly.goodin@us.army.mil) with any questions regarding the workshop or registration.

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MARCUS H. THOMAS  
LTC, LG, INARNG  
Director, Family Programs

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**RECOMMENDED/AUTHORIZED ATTENDEES ROSTER**

- a. Chairperson, Unit Family Readiness Group
- b. Secretary, Unit Family Readiness Group
- c. Treasurer, Unit Family Readiness Group
- d. Two (2) "At-Large" Volunteers, Soldiers or Airmen working with the Unit FRG; non-appointed volunteers must obtain permission from the Commander or Military Point of Contact
- e. Family Liaison Officers from each Unit
- f. State Family Advisory Council Members
- g. State Retention Personnel
- h. Commanders, Command Sergeants Major, Command Chief Master Sergeants, First Sergeants, and Rear Detachment Personnel at all levels, are invited to attend.
- i. Air or Army National Guard dependent age 12-18, space is limited.

VOLUNTEER AGREEMENT FOR			
<input type="checkbox"/> APPROPRIATED FUND ACTIVITIES		<input type="checkbox"/> NONAPPROPRIATED FUND INSTRUMENTALITIES	
<b>PART I - GENERAL INFORMATION</b>			
1. TYPED NAME OF VOLUNTEER <i>(Last, First, Middle Initial)</i>			2. YEAR OF BIRTH
3. INSTALLATION		4. ORGANIZATION/UNIT WHERE SERVICE OCCURS	
5. PROGRAM WHERE SERVICE OCCURS		6. ANTICIPATED DAYS OF WEEK	7. ANTICIPATED HOURS
8. DESCRIPTION OF VOLUNTEER SERVICES			
<b>PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES</b>			
<b>9. CERTIFICATION</b> I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.			
a. SIGNATURE OF VOLUNTEER			b. DATE SIGNED (YYYYMMDD)
10.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE		c. DATE SIGNED (YYYYMMDD)
<b>PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES</b>			
<b>11. CERTIFICATION</b> I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services that I am offering.			
a. SIGNATURE OF VOLUNTEER			b. DATE SIGNED (YYYYMMDD)
12.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE		c. DATE SIGNED (YYYYMMDD)
<b>PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR</b>			
13. AMOUNT OF VOLUNTEER TIME DONATED		14. SIGNATURE	
a. YEARS <i>(2,087 hours=1 year)</i>	b. WEEKS	c. DAYS	d. HOURS
16.a. TYPED NAME OF SUPERVISOR <i>(Last, First, Middle Initial)</i>		b. SIGNATURE	
		c. DATE SIGNED (YYYYMMDD)	
15. TERMINATION DATE (YYYYMMDD)			